NATIONAL ARCHIVES AND RECORDS ADMINISTRATION NATIONAL PERSONNEL RECORDS CENTER





NATIONAL ARCHIVES AND RECORDS ADMINISTRATION NATIONAL PERSONNEL RECORDS CENTER

- Civilian Personnel Records Facility
 - Occupies over 400,000 s.f.
 - Holds nearly 2M cubic feet
 - Interacts with over 200 Federal agencies

MAJOR CPR HOLDINGS

- Official Personnel Folders (OPFs)
- Stores and Services over 85,000,000 OPFs of Retired and Separated Federal Employees
- Includes:
 - Personnel Records
 - Medical Records
 - Pay Records

OTHER CPR HOLDINGS

- U.S. Treasury Checks
- U.S. Postal Paid Money Orders
- Foreign National Overseas Employee Personnel Records
- IRS Tax Documents
- Temporary Storage for Local Federal Agencies

OTHER CPR HOLDINGS

Military Related Records:

- Military Dependent Medical Records
- Military Entrance & Separation Xrays
- Master Microfiche collection of Military Personnel Records

What Do We Do With The OPFs?

Extract information from OPFs and related records in response to inquiries from former Federal employees, Federal agencies & third party requestors

Loan the OPF to a Federal agency to prepare its own response or to reactivate the OPF for fresh Federal service

SOURCE OF OPF REQUESTS

1. Federal Agencies

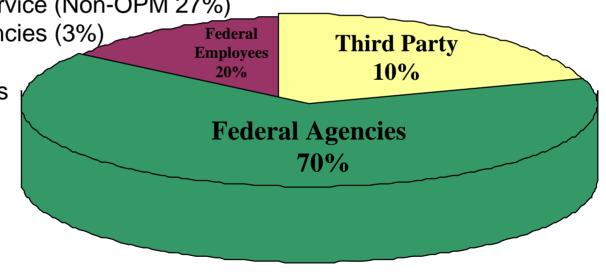
Office of Personnel Management (OPM) controlled agencies (70%)

United States Postal Service (Non-OPM 27%)

All other Non-OPM agencies (3%)

2. Current/Former employees

3. Third Party requesters
Employers
Attorneys
Congressional Offices
Law Enforcement
Genealogists



What Will Be Changing With e-OPF?

> We are continuing to partner with OPM.

Retired e-OPFs will be "hosted" on an NPRC version of OPM's e-OPF system.

➤ For now, servicing will be accomplished much the same as it is for paper OPFs, except CPR will work from the e-OPF and reactivate it when requested by an agency.

OPM will "mark" the retired OPF as the "official record."

What Else Can We Offer You?

- In partnership with OPM, we plan to offer one stop scanning services to smaller federal agencies who are moving to e-OPF:
 - ➤ We will be able to scan your paper records AND store your "dead" records at same location,
 - We will use technicians who are experienced working with paper OPFs,
 - ➤ We will be meticulous about proper scanning and expect to be less expensive than commercial vendors.

What Else Can We Offer You?

- ➤ We also are prepared to store your "dead" OPFs, once you have scanned them to create an e-OPF:
 - ➤ We would in-process them using the SF135 process
 - Storage costs are 19 cents per cubic foot per month
 - Reference (loan or correspondence), refile, and interfile activities are available

What Else Can We Offer You?

➤ For those of you who are not ready to go e-OPF, CPR is prepared to store your <u>active</u>, <u>paper OPFs</u> at a single location:

- Storage costs are 19 cents per cubic foot per month
- Reference (loan or correspondence), refile, and interfile activities are available

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION NATIONAL PERSONNEL RECORDS CENTER

- Military Personnel Records Facility
 - Occupies over 800,000 s.f.
 - Holds over 2M cubic feet
 - Staffing is over 500 FTE

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION NATIONAL PERSONNEL RECORDS CENTER

MPR Performance Improvements

- 3 week average response time for all cases
- Separation Documents provided in 10 days or less nearly 92% of the time

Backlog of requests is less than 25K

Democracy Starts Here.

WHAT WE DO

- About the National Archives
- Locations/Visit Us
- Calendar of Events
- National Archives News
- Support the Archives

EXPLORE & INTERACT

- National Archives Experience
- America's Historical **Documents**
- Online Exhibits
- Presidential Libraries

RESEARCH & ORDER

- Start Your Research
- Publications
- Order Copies
- Forms

FEDERAL RECORDS

- Legislative Branch
- Executive Branch
- Judicial Branch

PARTICIPATE IN COVERNMENT

- Federal Register
- Electoral College
- Your Voice Matters

APPLY FOR...

Most Requested

Military Service Records

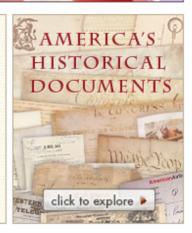
Declaration of Independence

Constitution of the United States

World War II Photos

Genealogy/Getting Started

See More



News and Events



See All National Archives News



See Our Calendar of Events



Katrina - Guidance for records recovery and preservation. Information about locating Federal civilian & military personnel records. Federal agencies & Courts, State & local governments & cultural institutions, & the General public. Read press release.



The National Archives welcomed its millionth visitor this year to view the Charters of Freedom and the Public Vaults exhibition in Washington, DC.



The NARA web site will be unavailable. between 10:00 p.m. EDT on Friday. October 21, and 5:00 a.m. EDT, Saturday, October 22, to allow for scheduled maintenance. We apologize for any inconvenience.

National Archives Locations

- weseal cliers
- Records Managers
- Preservation and Archives **Professionals**
- Information Security Specialists
- Federal Employees
- Members of Congress
- Press/Journalists

THE

NATIONAL ARCHIVES

Journey Into our Nation's Past

EXPERIENCE

Online Databases AND TOOLS

New to **Archival** Research?

Archival Research Catalog

Search descriptions of records in our custody. Find by keyword, document location or digital image.

Access to Archival Databases

Search electronic records in our custody. A limited number of records are online.

eVetRecs

Copies of Veteran's service records (i.e. DD-214) and more.

Order Online!



NARA

...ready access to essential evidence.

October 19, 2005

*e*VetRecs

You are on Step



2





Notice

DoD or the National Personnel Records Center do not intend to destroy paper Official Military Personnel Records (OMPF) stored at the Center. The purpose of any electronic scanning that may be done in the future would be to reduce handling of fragile records during the reference process or to reduce the time necessary to locate an OMPF. It is our responsibility to preserve and protect Official Military Personnel Files, as they are permanently valuable records documenting the essential evidence of military service for the veterans of our nation.

Privacy Act of 1974 Compliance Information

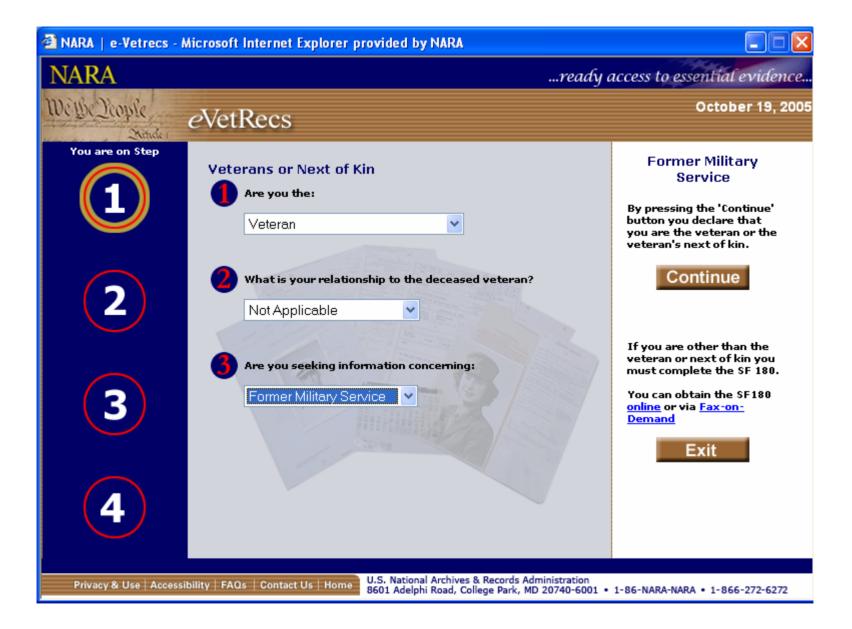
The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this collection of information. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and E.O. 9397 of November 22, 1943. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because NPRC may not have all of the information needed to locate the veteran's record. The purpose of the information collected is to assist NPRC in locating the correct military service record(s) or information to answer your inquiry. The information collected will serve as a record of disclosure. The information collected may also be disclosed to the Department of Defense components, The Department of Veterans Affairs, the Department of Homeland Security (Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or parts of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state. District of Columbia, or Puerto Rico, where he or she served.

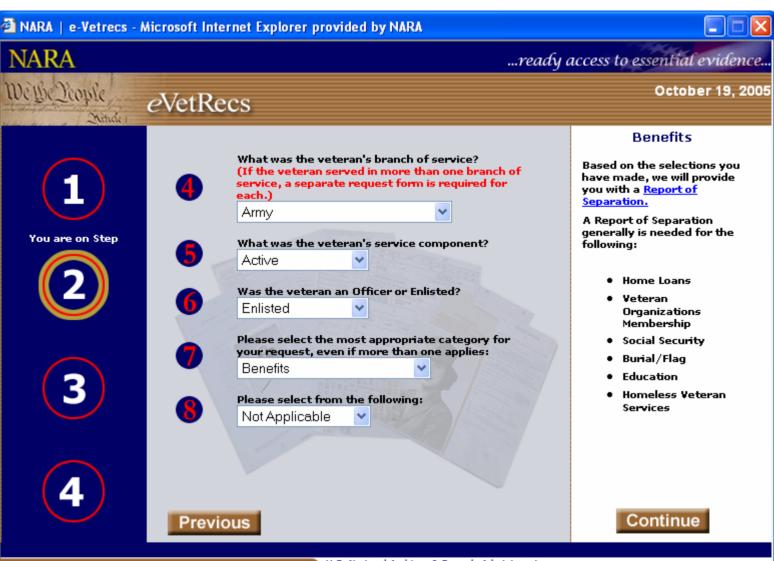
Paperwork Reduction Act Public Burden Statement

Public burden for this collection of information is estimated to be five minutes, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park MD 20740-6001.

Continue











... ready access to essential evidence...

*e*VetRecs

(e)

October 19, 2005



Record Locator Information | Documents Requested | Return Address

REPORT OF SEPARATION (DD Form 214 or equivalent) This contains information normally needed to verify military service. Using this online system, a copy may be sent to the veteran or the deceased veteran's next of kin at this time.

I would like to request a **DELETED Report of**

I would like to request an

UNDELETED Report of

This normally will be a copy of the full separation document including such sensitive items as the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost. An undeleted version is ordinarily required to determine eligibility for benefits.

Separation

Separation.

The following information will be deleted from the copy sent: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and for separations after June 30, 1979, character of separation and dates of time lost.



You are on Step

Comments

If information or documents other than a Report of Separation are needed, please indicate here what you require.



Previous

Continue



... ready access to essential evidence...

*e*VetRecs

October 19, 2005



Verification

Please review the information that you have entered. If you wish to change something simply use the Previous button to navigate to the proper screen and make the changes.

Once you press Continue your application for the documents requested will be submitted and you will not be able to go back and make any changes.

You are on Step

Previous

Continue

Veteran/Next of Kin: Veteran

Relationship to Veteran:

Not Applicable

Branch of Service:

Army

Service Component:

Active

Officer/Enlisted:

Enlisted

Request Regarding:

Request Category:

Not Applicable

Veteran First Name:

Benefits SCOTT

Veteran Date of Birth:

10/27/1968

Veteran Middle Name: ANTHONY

Veteran Place of Birth:

CHICAGO, IL

Veteran Last Name:

LEVINS

Approx. Date Discharged:

10/1990

Veteran SSN:

123456789

Service Number:

012345678 Formatted

Comments:

Documents will be mailed to:



NARA

...ready access to essential evidence...

We the Teople

eVetRecs

October 19, 2005

Your request will not be processed until you follow the instructions below.

If you have a printer click on the button below to print the Signature Verification Page

Print

No printer?
Please write the Service
Request Number and the
declaration statement on
a blank sheet of paper.

Sign and mail to: NPRC WEB 9700 Page Avenue St. Louis, MO 63132-5100

or sign and fax to: (314) 801-9049

Finished

To create a new request, Click Here

Signature Verification

Wednesday, October 19, 2005

National Personnel Records Center

Military Personnel Records

9700 Page Avenue

St. Louis, MO 63132-5100

Service Request Number:



1-991951701

Attention:

NPRC WEB

Service Request Number:

1-991951701

I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information that I provided is true and correct.

Requester is: Veteran

Relationship: Not Applicable

Privacy & Use | Accessibility | FAQs | Contact Us | Home

U.S. National Archives & Records Administration 8601 Adelphi Road, College Park, MD 20740-6001 • 1-86-NARA-NARA • 1-866-272-6272

How does the reference process work?

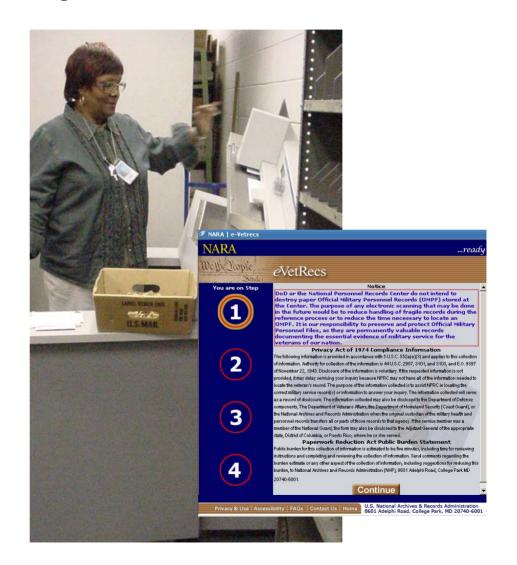
Step One

Mailroom

~ 3,000 – 4,000 requests are received each day.

33% - eVetrecs

67% - Mail



Step Two



Data Entry

Mail is digitized and entered into our Case Management and Reporting System.

Step Three

Assignment &

Pre-Processing

An automated assignment manager assigns service requests to technicians and attempts to order the record needed to respond. In some instances, the system may auto-service requests without technician involvement.



Queue Discipline

- Pre-processing
- Priority cases
- Sep Doc cases
- Suspense due dates
- Other cases

Step Four



Step Five

Dispatch Center

Retrieved records are bar-code wanded, sorted, and delivered to correspondence technicians.



Step Six



Correspondence

Technicians respond with tailored letters.

For status checks only, email us at

mprstatus@nara.gov

To submit a request:

vetrecs.archives.gov

Customer Service Number

(314)801-0800

Monday thru Friday 7:00 am thru 5:00 pm

Archival Program

- National Archives Building
- National Archives at College Park
- Regional Archives Program
- Military Personnel Archives



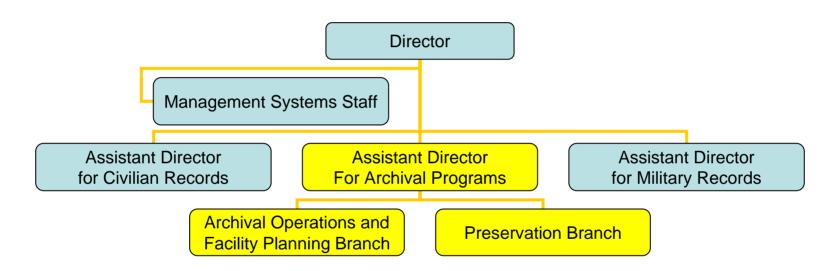






NPRC Archival Program

New Organizational Structure



Archival Program

- Official Military
 Personnel Records are scheduled for permanent retention
- Transferred to NARA62 years after separation
- ~ 20,000 cubic feet of WWI Navy and USMC folders have been accessioned in St. Louis



Preservation





UNITED STATES MARINE CORPS SOUTHEASTERN RECRUITING DIVISION HEADQUARTERS, DISTRICT OF RALEIGH Rooms 310, 312 & 314, Post Office Building RALEIGH, N. C. 38-7 38-7

MDS:srs 1475-10 Ser 38-275-49 6 Dec 1949

From: Officer in Charge, DHRS, Raleigh, N. C. To: Commandant of the Marine Corps (CODE DGO)

Subj: Report of apprehension of Private First Class Terrance Steven MC QUEEN, (649015), USMC, straggler

Ref: (a) Par 15061, Marine Corps Manual

Encl: (1) Statement of subject-named man
(2) Report of physical condition by Medical Officer

1. In accordance with instructions contained in reference (a), the following information is submitted:

a. Apprehended by civil authorities and delivered at District Headquarters Recruiting Station, Raleigh, N. C., at 1050, 6 December 1949.

b. Absent over leave since 0800, on 28 November 1949, from "A" Co, 2d Amph Trac Bn, 2dMarDiv, FMF, Camp Lejeune, N.C.

- c. Delivered by Patrolman Floyd I. DENTON, reward claimed if offered. Copy of reward notice not on file.
 - d. Statement of straggler attached. (Enclosure (1)).
- e. Identity admitted, possesses temporary identification card.
 - f. Attired in civilian clothing; adequate for the season.
 - g. Private First Class MC QUEEN has a SSN of 997.
 - h. Recommend transfer to another station under guard.
 - 1. Statement of Medical Officer attached. (Enclosure (2)).



MDS:srs 1475-10

2. Private First Class MC QUEEN is confined in the Wake County Jail, Raleigh, North Carolina, awaiting instructions from higher authority.

masmith of

Copy to: QMGNC CG, 2dMarDiv, FMF, Camp Lejeune, N.C. OinC, SERD, Atlanta, Ga. F-I4-E



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